

CENTRAL INTELLIGENCE GROUP  
RECRUITMENT REQUEST

DATE

9 July 1948

IT IS REQUESTED THAT THE PERSONNEL DIVISION FURNISH THIS OFFICE WITH LISTS OF ELIGIBLES FOR THE POSITION(S) INDICATED BELOW:

ORGANIZATION	POSITION
OFFICE	TITLE
OSO	Administrative Officer
BRANCH	GRADE
COPS/TRS	CAF-9 - 11
DIVISION	SALARY
Office of the Chief, TRS	\$1119.60 - \$4902
SECTION	NUMBER DESIRED
OFFICIAL STATION	1
Washington, D.C.	

## DESCRIPTION OF DUTIES: (COMPLETE)

General: Administrative Officer for the entire Training Staff.

Specific: 1. He is the Property and Supply Officer for the Training Staff.

2. He is the Security Officer for the Training Staff.

3. Under the supervision of the Chief, Training Staff, he prepares budgets for the Training Staff, for both vouchered and unvouchered funds.

4. He supervises the handling, security and spending of all unvouchered funds assigned to the Training Staff and, in particular, is responsible for all payments to covert tutors and appraisers.

5. He assists the Chief, Training Staff, in preparing for his signature plans which involve important changes in the physical setup or office administration of the Training Staff.

6. He assists the Chief Instructor, Administrative Training, and

## SPECIAL QUALIFICATIONS DESIRED: (EDUCATION, LANGUAGES, EXPERIENCE, RESIDENCE ABROAD, ETC.)

(p.t.o.)

1. Male, age 25-32.
2. Education: 4 yrs. college, or its equivalent.
3. Experience: Preferably one year's field administrative experience with OSO/CIA.
4. Should possess superior competence in:
  - a. Meeting and handling people effectively.
  - b. Instructing superiors and associates in administrative procedures.
  - c. Handling numbers and figures.
  - d. Analyzing regulations and directives and writing reports.
5. Applicant should understand that at the end of 2 years' time he will most likely be rotated to an overseas assignment. He should therefore be willing to accept the present position with that understanding.

## POSSIBLE CANDIDATES: (IF ANY)

NAME	Document No. 020	NAME	
NO CHANGE in Class. <input checked="" type="checkbox"/>			
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Class. CHANGED TO: TS S G		25X1A9a	
DDA Memo, 4 Apr 77			
Auth: DDA REG. 77/1763			
Date: 12/05/77 By: 010			
		TITLE Chief, TRS	

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lectures on administrative subjects in both the Orientation and the Field Administration Courses.

7. When called upon, he security-briefs OSO personnel who attend
- a) courses at [REDACTED] and
  - b) commercial language schools.

25X1A

8. He is responsible for all administrative matters concerning persons in the Trainee Pool while they are assigned to the Training Staff.

9. As instructed by the Chief, Training Staff, he prepares memoranda and letters to other units of OSO, and directives and bulletins to members of the Training Staff.

10. In carrying out these duties, he supervises and directs the work activities of an administrative assistant and a clerk-stenographer, and coordinates the work of the other clerical employees of the Training Staff.

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